

Town of Mashpee

16 Great Neck Road North, Mashpee, MA 02649

ph: (508) 539-1400

August 25th, 2015

**MASHPEE CABLE AND ADVANCED
TECHNOLOGY ADVISORY BOARD
MINUTES OF MEETING HELD
TUESDAY, AUGUST 25, 2015
TOWN HALL – WAQUOIT MEETING ROOM**

Present: Andrew Eliason
Dan Riley
Lolita McCray

Also Present: Rodney Collins - Town Manager
David DelVecchio – Director of Information Technology
Wayne Taylor – BOS Liaison to Mashpee TV

Andrew Eliason, Chairman Pro Tem, called the meeting of the MCAT Board to order at 1:06 p.m.

Roll Call was taken.

Approval of Minutes

Motion: Dan Riley motioned to accept the minutes of May 26, 2015; Lolita McCray seconded the motion.

VOTE: Yes-3.

Roll Call Vote: Andrew Eliason, yes Dan Riley, yes Lolita McCray, yes

Rodney Collins, Town Manager

Andrew Eliason officially welcomed Rodney Collins as newly appointed Town Manager of Mashpee. Chief Collins said he is excited about his new position with the expanded scope of responsibilities. He said so far he has enjoyed the task—thanks to the reliable competent staff. He enjoys working for the Board of Selectmen. There are a lot of things to tackle—both short-term and long-term. Chief Collins looks forward to working with all Town committees—all have common purpose to protect our community and do what's right for the community.

Chief Collins noted there are some things of a priority nature that have to be addressed and the Board of Selectmen and Town Manager have started discussions and are looking forward to October Town Meeting.

Andrew Eliason provided everyone with a copy of a document entitled “Suggested copy for Cable Committee Web Page”, which is an outline of the charges of this MCAT Board. Chief Collins stated he has relied on David DelVecchio’s counsel and advice regarding coordination of all IT elements—which is so critical to functionality of Town government. Chief Collins said all Town departments rely very heavily on David’s expertise...he is the key. Andrew Eliason said David attends all MCAT meetings; and this Board has a great relationship with him. Andrew said everything is working well. He just thought it was time to review Board responsibilities, etc.

Budget Status Update...Andrew Eliason reported Account 7317 has a current balance of \$107,035.61. Andrew asked whether one of the Board members would be willing to take over responsibility for tracking budget on a spreadsheet, which seems to be more detailed than MUNIS report. Wayne Taylor suggested first talking with Dawn Thayer in Accounting to see whether spreadsheet can be supplied directly from MUNIS. Andrew asked the Board to review the budget report and it will be discussed at next MCAT meeting.

IT Updates

David DelVecchio reported that scanning and digitizing Town maps—historical maps, GIS maps; Clerk data; etc. being done. 70,000 maps have already been scanned.

Joyce Mason and Selectman Gottlieb assigned David to research document management. David said it was decided to scan and digitize Town records in phases. Phase 1 would be to do documents of first floor offices of Town Hall to cover “Inspectional Services”—that is: Board of Health; Building; Planning; Conservation. For this Phase 1 group 1.7 million documents scanned, coded, etc. at a cost of \$308,000 plus \$30,000 for a server. The server is in Town Hall. The firm handling the project is General Code, a Massachusetts firm, who works with laserfiche; and they use TIFF Image 4 format.

Phase 2 would cover documents of Town Clerk, Treasurer, Accounting, Assessor, and Human Resources. Dan Riley commented that sometime in the past Town documents had been damaged. David said that did happen. The documents were damaged by water and digitizing records will provide back-up copy.

General Code also will be doing Archives documents. Chief Collins mentioned he is working with Archives and they have some items in climate controlled storage. Moving things back to Archives they had issue with climate control and needed to install dehumidifier. Andrew Eliason said Nancy Soderberg offered to archive/store the DVDs recorded in the Control Room at Town Hall. Chief Collins said there is more to storage than providing a room – there are State requirements regarding record retention of public records that must be adhered to. David said Town Clerk's office has record retention requirements, and General Code is up-to-date on record retention of public records. Andrew replied that Nancy had only offered to archive the DVDs which are not the official record, as far as he is aware.

Wayne Taylor asked David whether or not funding request could be made to CPC. David said "yes" this is an option. Wayne asked whether Senior Center volunteers could be employed in this project. David responded "no" because of the complexity in coding documents—definitely need experienced outfit doing this. Wayne suggested setting up a computer station where individuals can go to look at the data. David said that will be done.

Mashpee Community TV

Wayne Taylor reported:

- Mashpee TV has taken over sole responsibility for Channel 18 and is paying for employees that run it.
- Contract offer was sent to William Nay regarding Station Manager position. If accepted, Bill Nay will be in Mashpee 4 days a week until November 1. Starting November 1, he'd be in Mashpee full time.
- Mike Richardson and Wayne started up the program about Mashpee. Want to get more people involved using the Mashpee TV station.
- Wayne stated Bill Nay was good in the past of bringing HD to town. At issue is Comcast providing HD station.

MCAT Board suggested Bill Nay be invited to attend an MCAT meeting once position finalized.

Wayne Taylor and Rodney Collins exited the meeting at 1:50 p.m.

Control Room

Andrew Eliason said he does have some suggestions if it is ever decided to do anything in the Control Room that will be under Mashpee TV.

Reorganization of MCAT Board

Motion: Dan Riley nominated Andrew Eliason as Chairman of the Mashpee Cable and Advanced Technology Board. Lolita McCray seconded this motion.

VOTE: Yes-2; 1-Abstain.

Roll Call Vote: Andrew Eliason, abstain. Dan Riley, yes. Lolita McCray, yes.

Motion: Andrew Eliason nominated Dan Riley as Vice Chairman of the Mashpee Cable and Advanced Technology Board. Lolita McCray seconded this motion.

VOTE: Yes-2; 1-Abstain.

Roll Call Vote: Andrew Eliason, yes. Dan Riley, abstain. Lolita McCray, yes.

ACTION ITEMS

- Board to review budget report and discuss at next meeting.
- Board to review document outlining charges of MCAT Board and review suggested changes at next meeting.

Next Meeting... 1 p.m. on Tuesday, November 24, 2015, Town Hall Waquoit Meeting Room.

Adjournment... Dan Riley motioned to adjourn the meeting; Lolita McCray seconded the motion; and the motion was passed. The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Jean Giliberti

Recording Secretary